



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5354.1F
00IG
31 OCT 08

COMNAVCRUITCOM INSTRUCTION 5354.1F

From: Commander, Navy Recruiting Command

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) OPNAVINST 5354.1
(b) SECNAVINST 5300.26
(c) COMNAVCRUITCOMINST 5370.1
(d) COMNAVCRUITCOMINST 5354.2
(e) SECNAVINST 5350.16
(f) OPNAVINST 6000.1 (R)
(g) OPNAVINST 3100.6 (R)
(h) DODD 1350.2 (R)
(i) OPNAVINST 5370.2 (R)
(j) SECNAVINST 5350.15 (R)
(k) SECNAVINST 1610.2 (R)
(l) NAVPERS 15620 (R)
(m) DODD 7050.6 (R)
(n) SECNAVINST 5370.7 (R)

Encl: (1) Command Managed Equal Opportunity (CMEO) Program
(2) Navy Grievance Procedures
(3) Equal Opportunity (EO) Demographic Data Reporting
Format
(4) CMEO Program Assessment

1. Purpose. To implement Equal Opportunity (EO) guidelines established by the Commander, Navy Recruiting Command (COMNAVCRUITCOM) for active duty Navy and Navy Reserve members within Navy Recruiting Command.

2. Cancellation. COMNAVCRUITCOMINST 5354.1E. Marginal notations are included with an (R in the right hand column. This instruction should be reviewed in its entirety.

3. Scope

a. This policy shall apply without regard to race, color, national origin, religion, or sex within the constraints of the law to all active duty Navy, Navy Reserve and Civilian personnel (not to supersede the provisions of paragraph 3b.) (R)

b. This instruction applies to COMNAVCRUITCOM Headquarters and its field activities. References (a) through (n) and

enclosures (1), (2) and (4) provide guidelines delineating the responsibilities for the implementation of the CMEO Program for military personnel. Civilian Equal Employment Opportunity (EEO) policies and guidance are provided in separate instructions issued by the Office of Civilian Personnel Management (OCPM), the Equal Employment Opportunity Commission (EEOC). Civilian personnel policy instructions concerning EEO apply to all COMNAVCRUITCOM field activities employing DoD civilian personnel, Commanding Officers, and all military managers and supervisors of civilian personnel.

4. Policy

a. COMNAVCRUITCOM is fully committed to the principles of EO and fully supports the policies established by the Secretary of the Navy and the Chief of Naval Operations in achieving an environment of equality for all personnel at every level in the chain of command. Command leaders must create, shape, and maintain a positive EO environment through policy, communication, training, education, enforcement, and assessment. It is essential that all actions reflect professionalism, sound judgment, and leadership in the elimination of all forms of discrimination.

b. It is paramount that we ensure an equitable assignment process and leadership opportunities for all qualified personnel, provide equitable equal opportunity training, ensure equal opportunity for promotion and advancement, deny discrimination in the administration of justice and in the involuntary separation of personnel, effectively monitor our EO climate, and ensure EO complaint procedures are timely and effective.

5. Responsibilities

a. NAVCRUITCOM Headquarters shall:

(1) Provide overall direction, guidance, and leadership for the NAVCRUITCOM headquarters and field activity CMEO Program per reference (a) and this instruction.

(2) Promote a positive command climate through personal example.

(3) Ensure headquarters and subordinate commanders assess their command climate within 90 days of assuming command, and conduct annual follow-up assessments during their command tenure per reference (a) and this instruction.

(4) Conduct CMEO program inspections of headquarters and subordinate commands.

(5) Conduct EO investigations of headquarters and subordinate commands as directed.

(6) Conduct EO/Sexual Harassment (SH) training of headquarters and subordinate commands.

(7) Liaison/coordinate with civilian EEO personnel as necessary.

(8) Monitor EO/SH status within headquarters and subordinate commands.

b. COMNAVCRUITCOM Headquarters Equal Opportunity Advisor (EOA) (00IG02) shall:

(1) Serve as primary advisor and subject matter expert to COMNAVCRUITCOM Commander on all matters related to the CMEO program, EO policies, and clemency compliance.

(2) Assist with the processing of EO/SH complaints for COMNAVCRUITCOM.

(3) Review all formal EO/SH complaints and provide recommendations for action to COMNAVCRUITCOM.

(4) Provide assistance to COMNAVCRUITCOM headquarters and subordinate field activities on EO training, Defense Equal Opportunity Organizational Climate Survey (DEOCS) surveys, focus groups, interviews, command assessments, and investigations.

(5) Conduct EO random spot checks, technical assist visits, and formal inspections of NAVCRUITCOM Headquarters and subordinate field activities to ensure compliance with reference (a), this instruction, and pertinent governing directives.

(6) Monitor EO training provided throughout NAVCRUITCOM for accuracy and compliance with current policies.

(7) Monitor headquarters and subordinate commands status of NAVCRUITCOM CMEO program by evaluating command assessment results.

(8) Provide a quarterly status report of CMEO programs throughout COMNAVCRUITCOM headquarters and subordinate field activities to 00IG02.

(9) Participate in Navy wide EO meetings, conferences, symposiums, and seminars.

(10) Assist headquarters and field activities in planning, scheduling, and conducting equal opportunity training.

(11) Apprise claimancy on recent developments in areas of equal opportunity.

(12) Provide guidance, advice, and assistance to claimancy on EO related issues such as sexual harassment and discrimination complaints resolution procedures, both formal and informal.

(13) Attend EOAs follow-on training at a minimum twice a year.

(14) Ensure headquarters and subordinate CMEO managers receive annual follow-on training.

(15) Provide supplemental EO/CMEO/CAT/CTT/Advocate training and assist visit to headquarters and subordinate commands.

(16) Screen all prospective EOA (NEC 9515) candidates per reference (a).

c. COMNAVCRUITCOM Headquarter CMEO Manager shall:

(1) Function as the single point of contact when practicable for EO issues, to include SH and discrimination at the headquarters. Report EO matters via the Chief of Staff.

(2) Conduct a complete command assessment within 90 days of a new Commander assuming duties, with annual follow-up assessments during the Commander's tenure. Documentation of assessments must be in writing and maintained at the command for a period of 36 months. A command survey alone does not constitute a complete command assessment; therefore, use focus groups, personal interviews and reference (a) as a guide to validate or invalidate survey results. Additional guidance should be requested through COMNAVCRUITCOM's EOA.

(3) Coordinate and monitor all command EO training.

(4) Ensure quarterly EO/SH report, Report Control Symbol (RCS) NAVCRUIT 5354-1, is forwarded to COMNAVCRUITCOM Equal Opportunity Advisor (00IG02).

(5) Periodically evaluate CMEO program.

(6) Closely coordinate with COMNAVCRUITCOM EOAs for guidance on EO/SH issues.

(7) Maintain CMEO record files for 36 months.

(8) Ensure the poster, "Equal Opportunity Information" is permanently and prominently displayed in the Command and the command POC for EO issues is listed at the same location as the poster.

(9) Attend annual follow-on training.

(10) Use the Triangulation Method to assess the command per reference (a).

d. Navy Recruiting Region (NAVCRUITREG) Commanders shall:

(1) Appoint, in writing, a CMEO Manager. The CMEO manager shall complete a Center of Personal and Professional Development (CPPD) approved CMEO manager course **prior** to assuming his/her duties, per reference (a). It is highly recommended that the CMEO Managers be E7 or above with no less than 12 months left on board. In cases where commands have assigned two CMEO Managers, the secondary person may be an E6. Secondary CMEO shall also complete the required CMEO manager course, per reference (a).

(2) Due to the potential conflict of interest between positions, Commanding Officers, Executive Officers, Command Master Chiefs, Chief Recruiters, Zone Supervisor, and Enlisted Production Officers or any Enlisted Recruiter may not hold the position of a CMEO Manager. (R)

(3) Six months prior to the relief of a CMEO, a replacement shall be identified and trained. Name and POC information of incoming CMEO will be forwarded to COMNAVCRUITCOM Equal Opportunity Advisor (00IG02).

(4) Using enclosure (3), maintain command demographics per reference (a), paragraph (7)(k)(9).

(5) Ensure a command assessment is completed within 90 days of assuming command, with annual follow-up assessments during their command tenure. Documentation of assessments must be in writing and maintained at the command for a period of 36 months. A command survey alone does not constitute a complete command assessment; therefore, use focus groups, personal interviews, and reference (a), enclosure (1), as a guide. Additional guidance should be requested through COMNAVCRUITCOM's EOA.

(6) Review, monitor, and maintain command assessment results along with a Plan of Action and Milestone (POA&M) on all Recruiting Districts.

e. Navy Recruiting Region (NAVCRUITREG) Command CMEO shall:

(1) Use enclosure (4) and coordinate with COMNAVCRUITCOM's Equal Opportunity Advisor (00IG02) to conduct informal spot assessments, at a minimum of once a month, on Recruiting Districts to ensure the CMEO program is effective and in compliance with Navy and COMNAVCRUITCOM policies.

(2) Forward a copy of enclosure (4) within 10 days of a completed informal spot assessment to COMNAVCRUITCOM's Equal Opportunity Advisor (00IG02) for review.

(3) Documentation of assessments must be in writing and maintained at the command for a period of 36 months.

(4) Function as the single point of contact when practicable for EO issues, to include SH and discrimination, at the command.

(5) Conduct a complete command assessment within 90 days of a new Commander assuming duties, with annual follow-up assessments during the Commander's tenure. Documentation of assessments must be in writing and maintained at the command for a period of 36 months. A command survey alone does not constitute a complete command assessment; therefore, use focus groups, personal interviews, and reference (a), enclosure (1), as a guide. Additional guidance should be requested through COMNAVCRUITCOM's EOA.

(6) Coordinate and monitor all command EO training.

(7) Ensure quarterly EO/SH report, RCS NAVCRUIT 5354-1 is forwarded to COMNAVCRUITCOM Equal Opportunity Advisor (00IG02).

(8) Periodically evaluate CMEO program.

(9) Closely coordinate with COMNAVCRUITCOM EOAs for guidance on EO/SH issues.

(10) Maintain CMEO record files for 36 months.

(11) Ensure the poster, "Equal Opportunity Information" is permanently and prominently displayed in the command and the command POC for EO issues is listed at the same location as the poster.

(12) Attend annual follow-on training.

(13) Use the Triangulation Method to assess the command as per reference (a).

f. Navy Recruiting District (NAVCRUITDIST) Commanding Officers shall:

(1) Appoint, in writing, a CMEO Manager. The CMEO manager shall complete a Center of Personal and Professional Development (CPPD) approved CMEO manager course **prior** to assuming his/her duties per reference (a). Highly recommend the CMEO Managers to be E7 or above with no less than 12 months left on board. In cases where commands have assigned two CMEO Managers, the secondary person may be an E6. Secondary CMEO shall also complete the required CPPD training.

(2) Due to the potential conflict of interest between positions, Commanding Officers, Executive Officers, Command Master Chiefs, Chief Recruiters, Zone Supervisor, and Enlisted Production Officers or any Enlisted Recruiter may not hold the position of a CMEO Manager.

(3) Six months prior to the relief of a CMEO, a replacement will be identified and trained. Name and POC information of incoming CMEO will be forwarded to COMNAVCRUITCOM Equal Opportunity Advisor (00IG02).

(4) Using enclosure (3), maintain command demographics per reference (a), paragraph (7)(k)(9).

(5) Ensure a command assessment is completed within 90 days of assuming command, with annual follow-up assessments during their command tenure. Documentation of assessments must be in writing and maintained at the command for a period of 36 months. A command survey alone does not constitute a complete command assessment; therefore, use focus groups, personal interviews, and reference (a), enclosure (1), as a guide. Additional guidance should be requested through COMNAVCRUITCOM's EOA.

(6) Submit a summary of command assessment results along with a Plan of Action and Milestones (POA&M) to Region Commander within 10 days of the completion of the assessment.

(7) Maintain the most recent rosters of personnel who attended EO training, to include military and civilian personnel.

(8) Submit formal and informal EO complaints to COMNAVCRUITCOM Headquarters per reference (a).

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(9) Maintain reports of formal and informal EO allegations/complaints by race, color, national origin, religion, or sex. Ensure report identifies whether the complaint was substantiated or unsubstantiated.

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(10) Promote a positive EO climate throughout the command through personal example and positive leadership practices.

g. Navy Recruiting District CMEO Managers shall:

(1) Function as the single point of contact when practicable for EO issues, to include SH and discrimination, at the command.

(2) Coordinate and monitor all command EO training.

(3) Ensure quarterly EO/SH report, RCS NAVCRUIT 5354-1, is forwarded to COMNAVCRUITCOM Equal Opportunity Advisor (00IG02).

(4) Periodically evaluate CMEO program.

(5) Conduct a complete command assessment within 90 days of the new Commanding Officer assuming duties with annual follow-up assessments during the CO's tenure. Documentation of assessments must be in writing and maintained at the command for a period of 36 months. A command survey alone does not constitute a complete command assessment; therefore, use focus groups, personal interviews, and reference (a), enclosure (1), as a guide. Additional guidance should be requested through COMNAVCRUITCOM's EOA.

(6) Closely coordinate with COMNAVCRUITCOM EOAs for guidance on EO/SH issues.

(7) Maintain CMEO record files for 36 months.

(8) Ensure the poster, "Equal Opportunity Information" is permanently and prominently displayed in the command and the command POC for EO issues is listed at the same location as the poster.

(9) Attend annual follow-on training.

(10) Use the Triangulation Method to assess the command per reference (a).

h. Navy Recruiting Personnel shall:

(1) Ensure all allegations of sexual harassment and/or discrimination are forwarded to the Chief of Staff, Commander, or Commanding Officer via the CMEO Manager.

(2) Promote a positive EO climate throughout the command through personal example and positive leadership practices.

6. Reports. The Quarterly Equal Opportunity/Sexual Harassment Report will be submitted in letter format. Negative reports are required. Report Control Symbol (RCS) NAVCRUIT 5354-1 has been assigned to this reporting requirement.

/s/
R. R. BRAUN
Deputy

Distribution:
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<http://www.cnrc.navy.mil/Publications/directives.htm>

Command Managed Equal Opportunity (CMEO) Program

1. Introduction and Overview. An environment of equal opportunity is essential to attaining and maintaining a high state of morale, discipline, and military effectiveness. The command must continuously assess equal opportunity conditions, develop and initiate effective management actions to further equal opportunity and evaluate the results of these actions. Because information forms the basis for all management actions, the CMEO program is directed towards increasing the availability of valid, command-specific information that will enable the chain of command to understand:

- a. The equal opportunity conditions at the command.
- b. How command practices and individual behaviors serve as constraints or barriers to equal opportunity attainment.

2. Objective of CMEO. To reemphasize the chain of command as the medium for identifying and resolving command EO issues. CMEO has two basic goals:

- a. To attain improved mission readiness and effectiveness through the optimum employment of all personnel.
- b. To promote management actions that establish and maintain EO in the command consistent with existing rules, regulations, and directives.

3. CMEO Process. Command EO assessments are required to be completed per reference (a) and this instruction.

a. Assessment

- (1) Command demographics shall be recorded by race/ethnicity/gender and pay grade on overall personnel, retention, discipline, awards and advancements;
- (2) survey a representative sample of command personnel;
- (3) conduct individual interviews and focus groups;
- (4) and record observations in order to form a complete picture of the EO climate.

b. The Chief Administrator responsible for maintaining records of awards, disciplinary process, retention, and the check-in/out of personnel will be responsible for maintaining

demographics as required by Navy and this instruction. This does not take away from the responsibility of the CMEO to ensure that the demographics are maintained in accordance with the sample provided in enclosure (3).

c. Analysis. Statistical data assembled by the command is examined to determine if racial/ethnic or gender differences exist between any subgroups in the command, and if those differences correlate to institutional or individual practices contrary to the EO goals stated above. It is essential that demographics be maintained accurately.

d. The Commanding Officer should involve the CMEO managers, command leaders, and the Command Assessment Team (CAT), as appropriate, to assist with the analysis of command assessment data. The CMEO Managers are responsible for the overall functions of the CAT and CTT.

e. Action Planning. A Command Assessment Team (CAT) and Command Training Team (CTT) shall be established at COMNAVCRUITCOM Headquarters, each Navy Recruiting Region (NAVCRUITREG) and each Navy Recruiting District (NAVCRUITDIST).

f. Additional training for the CAT and CTT can be requested through COMNAVCRUITCOM's training department, N7. CAT/CTT and advocate training will be conducted by COMNAVCRUITCOM's Equal Opportunity Advisor (00IG02).

g. Requirements. The constitution of the CAT must reflect the demographics (pay-grade, gender, race, ethnicity, and organizational level) of the entire command. CAT members must be identified by name and appointed by the Commanding Officer in writing. CAT members shall have at least 12 months left on board at the time of appointment and shall complete the required web-based training within 30 days of appointment. Web-based training can be found at www.nko.navy.mil. An up-to-date Certificate of Completion for CAT members must be maintained by the CMEO. The CAT members shall include, but may not be limited to, a representative from each Zone, MEPS, Headquarters, a Civilian employee, an Officer, and a Chief Petty Officer.

h. Tasking. CAT personnel shall gather and analyze command assessment data, conduct focus group and interviews, prepare a Plan of Action and Milestones (POA&M), and apply corrective measures to address any areas of concern. Once the POA&M has been formulated, the Commander/Commanding Officer is briefed on the command assessment results and recommended actions. Commanding Officers are to approve the POA&M prior to any corrective action being implemented. The Commanding Officer will

brief all hands on the results within 90 days of initiating a command assessment.

i. Command Training. The annual GMT and Command Specific Training (CST) emphasize initiatives the command is taking to improve attainment of CMEO goals. The training need not involve all hands at the same time. It may be preferable to tailor the information to various leadership levels in the command, specifically delineating the role of each individual when implementing the POA&M resulting from the assessment. The initial training can be given as part of the command indoctrination and annually thereafter. The Commanding Officer is responsible to ensure CST as well as annual required GMT is conducted and understood throughout the command.

4. CMEO Plan of Actions and Milestone (POA&M)

Item	Action	Commence Date	Completion Date	POC
CMEO Manager	Identify a command CMEO Manager			
CMEO training	Complete required NETC CMEO training			
Administration	Commanding Officer appoints CMEO in writing			
CMEO announcement	Publicize CMEO Manager by placing their name in the POD/POW, POD notes, e-mails, and other means			
Equal Opportunity Advisor (EOA)	Post EOA's name and advice line number at the District, NRS's and MEPS (1-888-247-9321). Ensure CMEO Manager keeps in contact with EOA			
Administration	Maintain a list of NRS to include addresses and phone numbers			
Assess Command	Conduct command assessment to include survey, focus groups, and interviews			
POA&M	Create a POA&M based on the command assessment results.			

Item	Action	Commence Date	Completion Date	POC
Command assessment results	Post results of command assessment to all members of the command			
Command Specific Training	Conduct training on issues which surfaced during the command assessment			
Training	Conduct formal EO training per OPNAVINST 5354.1E.			
Training Documentation	Maintain sign up sheets of all EO training conducted			
Training tools	Maintain all training materials utilized for EO training.			
EO Instructions	Maintain all Navy and COMNAVCRUITCOM's EO instructions in a binder.			
EO/SH quarterly report	Submit quarterly EO reports to COMNAVCRUITCOM's EOA via chain of command.			
Navy's EO Poster	Post EO poster with POC information at District, NRS's, and MEPS.			
CTT	Identify in writing command training team per COMNAVCRUITCOM EO instruction.			
CTT	Train all CTT members. Training can be requested through COMNAVCRUITCOM's N7 department			
CAT	Identify in writing command assessment team members per COMNAVCRUITCOM EO instruction.			

<i>Item</i>	<i>Action</i>	<i>Commence Date</i>	<i>Completion Date</i>	<i>POC</i>
CAT	Train all CAT members. Training can be requested through COMNAVCRUITCOM's N7 department			
Monitor EO complaints	Create a process for monitoring all EO complaints. This can be accomplished by maintaining a record of all complaints and ensuring command members are aware of the command CMEO Manager			
Demographics	Maintain command demographics per Navy and COMNAVCRUITCOM's EO policies (DRB, XOI, NJP, retention, awards). This can be accomplished by ensuring information is acquired during the check-in process (as well as proper record keeping for disciplinary incidents.)			

Navy Grievance Procedures

1. Complaints. One of the most important aspects of the Equal Opportunity Program, one that requires constant attention, is that discrimination and sexual harassment complaints are investigated and acted upon by the chain of command. A complaint is nothing more than bringing to the attention of proper authority the known, suspected, or probable commission of an offense under the UCMJ, or violation of a civil law, or other inappropriate conduct. A complaint may be made orally or in writing. Any person may initiate a complaint: military or civilian, officer or enlisted.

2. Service Members' Rights and Responsibilities. Individuals who believe they have been discriminated against and/or sexually harassed are encouraged to resolve the complaint at the lowest level possible and fully use the chain of command.

a. Service members have the right to present any legitimate grievance to the command without fear of intimidation, reprisal, or harassment.

b. Service members have the right to be educated on the Navy's Grievance Procedure and on procedures for appealing decisions.

c. Service members have the right to communicate with the Commander/Commanding Officer concerning their complaint/grievance.

d. Service members have the responsibility to advise the command of the specifics of discrimination or sexual harassment complaints and to provide the command an opportunity to rectify, remedy, or take appropriate action before the complaint/grievance becomes formal, which is then brought to the attention of higher authorities.

e. Service members have the responsibility to submit only legitimate complaints and to exercise caution against unfounded or reckless charges.

3. Complaints/Grievance Procedures. The procedures an individual must follow to present a complaint/grievance are divided into two categories: informal and formal.

a. Informal Procedures. This procedure is used for military personnel only. This is the first step for military personnel in resolving a complaint and should be started at the lowest level possible. DoD civilian personnel shall contact their EEO

representative for further guidance. The point of contact is the DON EEO office, 1-202-685-6466. Contract personnel must report all allegations to their respective company.

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(1) Individuals should first attempt to resolve complaints with the person or persons involved. It is recommended that the Informal Resolution System (IRS), NAVPERS 15620, be used to resolve the conflict unless the behavior involved is clearly criminal. Assistance of the immediate supervisor in resolving the complaint may be requested as the circumstances require. If the object of the complaint is the complainant's immediate supervisor, present the complaint to the next senior in the chain of command. The IRS booklet provides step-by-step guidance for resolving not only sexual harassment issues but also conflicts of any nature in the workplace. Although it is highly recommended that complainants using the informal resolution is not required. A complainant may go directly to the formal process without first utilizing the informal resolution without fear of reprisal.

(2) If the complaint cannot be resolved between complainant and person(s) involved, or with the help of immediate supervisors, then submit a request, either in writing or orally, and in a timely manner, for Commander/Commanding Officer's request mast.

(3) If the complainant considers the informal resolution to be unjust, use formal procedures for redress (relief). In all cases, it is the responsibility of the Commander/Commanding Officer to inform and ensure that the complainant understands his/her right to submit a formal complaint and the method for making the submission. Methods to assist with the proper handling of informal complaints includes but are not limited to:

- (a) Report all allegations to the chain of command.
- (b) Involve the CMEO Manager in all aspects of the complaint process.
- (c) Ensure all complaints are addressed as soon as they are brought to the attention of the Chain of Command.
- (d) Talk to complainant about the circumstances surrounding the complaint.
- (e) Ask complainant what they would like to see happen as a resolution.
- (f) Explain to complainant the informal and formal process for an EO complaint.

(g) Let the complainant decide what course of action he/she wants the Command to take.

(h) Ensure complainant that no reprisal actions will be taken for filing the complaint.

(i) Maintain documentation on the entire process.

b. Upon receipt of an informal complaint, Commanding Officers are required to inform COMNAVCRUITCOM per reference (d).

4. Formal Procedures

a. This procedure is used for military personnel only. This procedure is used if the military member considers the informal resolution not effective or upon request of the complainant. Complainants do not have to use the informal resolution prior to proceeding with a formal complaint. Formal complaints may be filed in writing using the forms contained in reference (a), verbally to anyone in the Chain of Command, or as directed by the Commander/Commanding Officer.

b. DoD civilian personnel shall contact the EEO representative for further guidance. The Point of Contact is the DON EEO office, 1-202-685-6466. Contract personnel must report all allegations to their respective company. (R)

(1) Upon receipt of a formal EO complaint, Commanding Officers are required to inform COMNAVCRUITCOM per reference (a).

(2) Complaints received from commands outside COMNAVCRUITCOM will be forwarded to COMNAVCRUITCOM for review prior to any action being taken.

(3) Commanders/Commanding Officers are required to assign a person to assist in resolving sexual harassment and equal opportunity complaints. This individual is available for assistance in determining the need for the grievance, the proper method of submission, and should be consulted prior to submitting a formal complaint. Members assigned must be familiar with the handling of EO/Sexual Harassment complaints/issues.

(4) Ensure the complaint has received a disposition. Options of disposition of complaints (following appropriate investigation) span the spectrum from taking no action on groundless allegations, through counseling, admonition, reprimand, disapproval, criticism, censure, reproach, rebuke, extra military instruction, administrative withholding of privileges, adverse entries in performance ratings, downgrading

or revocation of security clearances, detachment for cause, separation processing, non-judicial punishment, criminal prosecution or any other means deemed appropriate.

(5) Document all reports of sexual harassment and discrimination complaints by maintaining a record of incidents. Report all formal complaints (substantiated or unsubstantiated) to COMNAVCRUITCOM via NAVCRUITREG Commanders per reference (a).

(6) Provide feedback within 48 hours (in case of special circumstances, provide feedback as soon as time permits) to all affected individuals consistent with the requirements of individual privacy rights.

(7) Preclude backlash or reprisal. No individual may take or condone reprisals against a person who provides information on an incident of alleged discrimination or sexual harassment. A reprisal is the wrongful threatening or taking of either unfavorable action against another or withholding favorable action from another solely in response to a report of alleged discrimination or sexual harassment. Reprisal can be overt or subtle; reduction of performance marks without cause, improper referrals for mental health evaluations, inequity in duty assignments, increased workload/watch standing, or not recommending personnel for advancement, retention, or special programs. When reprisals are reported, commands must inform COMNAVCRUITCOM 00IG02 office. No command will determine the validity of such reports and take disciplinary action against an alleged offender without the tasking of COMNAVCRUITCOM 00IG02 office. Prevention methods to assist commanders in maintaining an environment free of reprisals include:

(a) Regularly emphasizing the positive aspects of bringing to the command's attention acts of undesirable behavior.

(b) Clearly and strongly publicizing command policy statements against acts of reprisal.

(c) Once a complaint/grievance has been initiated, actively follow the individual's performance and evaluation to ensure no reprisals are taken.

(d) Hold supervisors accountable for regularly documenting performance, especially in the case of declining performance, by maintaining personal counseling records, submitting special evaluations, and taking other remedial actions.

(e) Under extreme situations, and if requested by the complainant, the Commander should consider temporarily

transferring the complainant to another station until the issue has been resolved. Alleged offenders shall be temporarily transferred to another station if the Commanding Officer deems that their presence is detrimental to good order and discipline or affecting the commands mission. The decision to remove either member rests with the Commanding Officer.

5. Inspector General's Hotline/Equal Opportunity Advice Line

a. Complaints of discrimination or sexual harassment may be reported through the Inspector General's "Fraud, Waste, and Abuse Hotline." This alternate means of reporting may be used if the complainant is not reasonably satisfied that the complaint has been/will be properly resolved by the chain of command.

b. The COMNAVCRUITCOM Inspector General's Hotline and Equal Opportunity Advice Line number is DSN 882-9474 or toll free 1-888-247-9321 (follow prompts). Members may also use the Hotline to gather information, recommendations, or guidance on any EO related issues.

Equal Opportunity (EO) Data
Reporting Format

REPORTING COMMAND:

COLLECTION METHOD(S): (e.g., unit self-assessment, ISIC inspection, IG inspection)

PART I COMPOSITION: NUMBER (PERCENTAGE)

1. OFFICER:	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

2. ENLISTED:	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

PART II RETENTION DEMOGRAPHICS

1. FIRST TERM

ENLISTED: (Re-enlistment)	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()

(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
ENLISTED: (Re-enlistment)	MALE	FEMALE	TOTAL

(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ENLISTED: (Eligible)	MALE	FEMALE	TOTAL
----------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ENLISTED: (not-eligible)	MALE	FEMALE	TOTAL
--------------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

OFFICER: (Eligible)	MALE	FEMALE	TOTAL
---------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

OFFICER: (Not-eligible)	MALE	FEMALE	TOTAL
-------------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()

Enclosure (3)

(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
ENLISTED: (Re-enlistment)	MALE	FEMALE	TOTAL

(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

2. CAREER

ENLISTED: (Re-enlistment)	MALE	FEMALE	TOTAL
---------------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ENLISTED: (Eligible)	MALE	FEMALE	TOTAL
----------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ENLISTED: (Not-eligible)	MALE	FEMALE	TOTAL
--------------------------	------	--------	-------

(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

Enclosure (3)

OFFICER: (Eligible)	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

OFFICER: (Not eligible)	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

PART III ADVANCEMENT DEMOGRAPHICS

A. ENLISTED

1. E2 TO E3

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()

Enclosure (3)

ADVANCED	MALE	FEMALE	TOTAL
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

2. E3 TO E4

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

TOOK EXAM	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

3. E4 TO E5

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

TOOK EXAM	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

4. E5 TO E6

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

TOOK EXAM	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

5. E6 TO E7

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

TOOK EXAM	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

6. E7 TO E8

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

7. E8 TO E9

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

B. OFFICER

01 TO 03

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()
(3) BLACK (NON-HISPANIC):	_____()	_____()	_____()
(4) HISPANIC:	_____()	_____()	_____()
(5) WHITE (NON-HISPANIC):	_____()	_____()	_____()
(6) OTHER/UNKNOWN:	_____()	_____()	_____()

03 TO 04

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____()	_____()	_____()
(2) ASIAN PACIFIC ISLANDER:	_____()	_____()	_____()

ADVANCED	MALE	FEMALE	TOTAL
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

04 TO 05

ELIGIBLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

05 TO 06

ELIGABLE	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	_____ ()	_____ ()	_____ ()
(2) ASIAN PACIFIC ISLANDER:	_____ ()	_____ ()	_____ ()
(3) BLACK (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(4) HISPANIC:	_____ ()	_____ ()	_____ ()
(5) WHITE (NON-HISPANIC):	_____ ()	_____ ()	_____ ()
(6) OTHER/UNKNOWN:	_____ ()	_____ ()	_____ ()

NOT ADVANCED	MALE	FEMALE	TOTAL
(1) AMERICAN NATIVE:	____ ()	____ ()	____ ()
(2) ASIAN PACIFIC ISLANDER:	____ ()	____ ()	____ ()
(3) BLACK (NON-HISPANIC):	____ ()	____ ()	____ ()
(4) HISPANIC:	____ ()	____ ()	____ ()
(5) WHITE (NON-HISPANIC):	____ ()	____ ()	____ ()
(6) OTHER/UNKNOWN:	____ ()	____ ()	____ ()

PART IV DISCIPLINE/DISCHARGES DEMOGRAPHICS

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR PLACED ON REPORT	/	/	/	/	/	/
NBR REPEAT OFFENDERS	/	/	/	/	/	/
NBR DISMISSED PRIOR TO MAST	/	/	/	/	/	/
NBR DISMISSED AT MAST	/	/	/	/	/	/
NBR RECEIVING PUNISHMENT	/	/	/	/	/	/
NBR REFERRED TO COURT MARTIAL	/	/	/	/	/	/
NBR HONORABLE DISCHARGES	/	/	/	/	/	/

NBR GENERAL	/	/	/	/	/	/
	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
DISCHARGES						
NBR OTH DISCHARGES	/	/	/	/	/	/
NBR BAD CONDUCT DISCHARGES	/	/	/	/	/	/
NBR DISHONORABLE DISCHARGES	/	/	/	/	/	/
PART V COMPLAINTS						

1. SEXUAL HARASSMENT

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR INFORMAL COMPLAINTS	/	/	/	/	/	/
NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
NBR COMPLAINTS UNSUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/

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	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR AWAITING ACTION(S)	/	/	/	/	/	/
2. DISCRIMINATION (Based on Race/Ethnicity)						
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR INFORMAL COMPLAINTS	/	/	/	/	/	/
NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
NBR COMPLAINTS UNSUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/
NBR AWAITING ACTION(S)	/	/	/	/	/	/

3. DISCRIMINATION (Based on gender)

	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR FORMAL COMPLAINTS	/	/	/	/	/	/
NBR INFORMAL COMPLAINTS	/	/	/	/	/	/

NBR COMPLAINTS SUBSTANTIATED	/	/	/	/	/	/
	NATIVE AMERICAN (MALE/FEM)	ASIAN PACIFIC ISLANDER (MALE/FEM)	BLACK (MALE/FEM)	HISPANIC (MALE/FEM)	WHITE (MALE/FEM)	OTHER/ UNKNOWN (MALE/FEM)
NBR COMPLAINTS UNSUBSTANTIATED	/	/	/	/	/	/
NBR RESOLVED	/	/	/	/	/	/
NBR AWAITING ACTION(S)	/	/	/	/	/	/

PART VI COMMENTS/RECOMMENDATIONS:

CMEO Program Assessment

1. Command:

- a. CMEO Manager: (Rank/Rate/Name/Phone Number)
- b. Training Completion Date: _____
- c. Date assigned in writing: _____
- d. Is the CMEO Manager effectively engaged in the responsibilities as stated in references (a) and (d)? Please provide details of involvement as to effectiveness.

2. Enlisted Population:	E1 to E6	/	/
	Male	Female	Total
	E7 to E9	/	/
	Male	Female	Total
Officer Population:		/	/
	Male	Female	Total
Civilian Population:		/	/
	Male	Female	Total
Command Population (Race):	____/____/____/____/		
	W B H AP O		Total

W=White, B=Black, H=Hispanic, AP=Asian Pacific Islander, O=Other

3. Command Assessment Team Members:

Rank/Rate	Name	Date of Completed Training
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Does the composition of the CAT conform with reference (d)?
Please provide details as to the composition.

4. Demographics:

Retention: Yes/No Date of last collection _____
Disciplinary: Yes/No Date of last collection _____
Awards: Yes/No Date of last collection _____

Are these disparities within the groups? Indicate where the disparities occurred and what actions were taken to resolve the issue.

5. Training:

a. Indicate CMEO training held in the command this year (if training was conducted by another or for another command, indicate circumstances in paragraph 4).

(1) Command Specific Training (annually):

Yes/No: _____ Date(s) conducted: _____

Number of personnel attending training:

Officers: _____ Enlisted: _____ Civilians: _____

(2) Sexual Harassment/EO Training, Grievance procedures:
(can be held in conjunction with command specific training)

Yes/No: _____ Date(s) conducted: _____

Number of personnel attending training:

Officers: _____ Enlisted: _____ Civilians: _____

b. Have the civilian managers or military personnel managing civilian employees completed the EO supervisor course?

Yes/No: _____ Date(s) conducted: _____

Number of personnel attending training:

Officers: _____ Enlisted: _____ Civilians: _____

(1)) Sexual Harassment/Grievance procedures: (can be held in conjunction with command specific training)

Yes/No: _____ Date(s) conducted: _____

Number of personnel attending training:

Civilians: _____

c. Has the command been successful in receiving program assistance from COMNAVCRUITCOM? If so when/why not?

d. Has the CMEO program been inspected by COMNAVCRUITCOM's EOA or representative?

Date of Inspection:

Outcome of Inspection:

Have recommendations been implemented? If not, please explain reason.

e. Command Assessments:

Have command assessments been conducted as per EO instructions?

Date of last Command Assessment:

Date of POA&M:

What concerns were identified in the assessments?

What actions, if any, did the command take to address the concerns?

Have the corrective actions addressed all the concerns? Please explain the answer.

Are command members briefed on the final assessment results?

Yes: _____ No: _____ Date of brief: _____

f. Services required/services rendered:

(1) Assist visit:

Date of Assist Visit: _____ Conducted by: _____

Findings:

Recommendations:

Action Taken:

(2) Training Visit:

Date of Training Visit: _____ Conducted by: _____

Findings:

Recommendations:

Actions Taken:

g. CMEQ Program Effective/Not Effective (Please provide detailed information)

h. Comments/recommendations: